

From: Farak, Sonja (DPH) </O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=SONJA.FARAK>
Sent: Wednesday, September 30, 2009 10:24 AM
To: Nagle, Austin (DPH) </O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=AUSTIN.NAGLE>
Subject: RE: Mandatory Training Compliance (Full day of Diversity Training)

I checked my email Monday morning around 11:30, and was in court all day yesterday (w/out internet access), so I couldn't check my email until this morning, which was obviously too late to make the training (if there even was one in western Mass). How about giving more than 1.5 days notice next time???

Respectfully,

Sonja Farak

From: Nagle, Austin (DPH)
Sent: Mon 9/28/2009 11:49 AM
To: Nagle, Austin (DPH)
Subject: Mandatory Training Compliance (Full day of Diversity Training)

Good Morning ~

We just received an updated report from downtown. Your name appears on the list for needing to complete the full day of Diversity Training.

Attached is the link to PACE. By logging into PACE you can register for this required training.

EOHHS has mandated that all employees complete the administrative mandatory trainings by September 30, 2009. The trainings are:

- Diversity Awareness - (all staff) classroom trainings only.
- Diversity Awareness for Managers (M99 positions only) classroom trainings only.
- Preventing Sexual Harassment - (all staff) Employees who have not attended the classroom training must complete the online training as soon as possible. There are two versions of this training; there is a module for managers and supervisors and a different module for non-supervisors.
- Domestic Violence Awareness - (all staff) Bargaining unit members can meet this requirement by completing the e-learning module. Managers (M99) must attend the classroom training.
- Workplace Violence (all staff) classroom or e-learning. All employees can meet the mandate by completing the online training module.

The CSD anticipates publishing the fall and winter course schedule the last week in October.